

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE SUBJECT CODE OF ETHICS AND CONDUCT - EMPLOYEES	EFFECTIVE DATE 02/02/1998	NUMBER 02.03.107
	SUPERSEDES PD-DWA-05.01 (4-11-88)	
	AUTHORITY MCLA 15.321 et.seq.; 15.341 et. seq.; 791.203, Administrative Rule 791.2245; Civil Service Rule 2-21	
	ACA STANDARDS 2-4070	
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POLICY STATEMENT:

To provide all employees of the Department with a clear understanding of the behavior expected of them and to prevent improper conduct which may adversely affect staff-client relationships and public trust or confidence.

POLICY:

- A. Exclusively represented employees shall be governed by their Collective Bargaining Unit Agreement where in conflict with this policy.
- B. All employees of the Department will comply with each provision of the Civil Service Rule 2-21, entitled "Conflict of Interest" and with Public Act 196 of 1973, (as amended) which is entitled "Standards of Conduct for Public Officers and Employees."
- C. Any criminal conduct or advocacy of criminal behavior by Department staff whether on their own time or in connection with their official duties and responsibilities shall be considered conduct unbecoming a Department employee.
- D. Any personal benefit arising from an employee's relationship with Corrections' clients, or out of the authority of their office that is not specifically authorized by Department policy or by the Civil Service Rules/Compensation Plan, is improper conduct and shall be considered conduct unbecoming a Department employee.
- E. Employees are required to disclose to their personnel office any action they or other Department employees may be involved in that could be viewed as a conflict of interest. Employees who fail to comply with the provisions of this policy will be subject to appropriate corrective or disciplinary action.
- F. Employees found to have an interest that is in conflict shall, as a condition of continuing employment, divest themselves of the specific conflict(s) of interest within a timetable provided by the Director (OP-02.03.107 "Conflict of Interest and Disclosure").
- G. In order to avoid any conflict of interest due to a family relationship between a supervisor and his/her subordinate, employees will not be assigned to the immediate supervision of any family member(s), including grandparents, parents, step-parents, grandchildren, children, step-children, spouse, siblings, cousins, uncles, aunts, nephews, or nieces. Immediate supervision is defined as being the first line supervisor and/or the employee whom the subordinate directly reports to. All Deputy Directors, Administrators, CFA/FOA Regional Administrators and Wardens, shall refrain from employing their family members into the agency, institution or region under their control.
- H. If such situations currently exist, they shall be rectified by the immediate reassignment of one of the parties.
- I. No privately owned automobile shall be serviced through state owned facilities regardless of whether or not the automobile is used in the performance of official duties.
- J. No produce or foodstuff purchased from state funds will be made available to officials, citizens or

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employees of the Department except prepared meals served in facilities of the Department in accordance with Department policy and MSI promotional items/events approved by the Department.

- K. No employee shall accept loans, gifts of money, goods or services, nor other arrangement for personal benefit under any circumstances, directly or indirectly involving possible influence or appearance of influence upon the manner in which s/he performs the work, makes a decision, or otherwise discharges duties as a Corrections employee, except for recruitment or MSI promotional items/events approved by the Department.
- L. All legitimate services and assistance given to persons placed by the courts under the jurisdiction of the Department and under the supervision of its employees are the responsibility of the Department and are provided through its personnel; therefore, employees are not to be rewarded on an individual basis for performing such acts.
- M. Employees will not accept gifts or services in the form of labor from prisoners, probationers, parolees or their relatives nor from any other persons in connection with or on behalf of corrections clients.
- N. Employees will not accept favors from prisoners or accept prisoner labor. This does not prohibit employees from patronizing approved shoeshine concessions or purchasing hobbycraft items at market value through approved hobbycraft sales.
- O. Any business or investment dealing where the employee uses knowledge or influence from his/her employment with the Department for personal gain shall be considered a conflict of interest. Employees involved in outside employment shall refer to 02.03.105 "Outside Employment - Compensated/Uncompensated" to ensure compliance. Exploitation of prisoner labor by employees shall not be allowed. Typing school or university papers, drawing blueprints for personal use of employees or any other such service is prohibited.
- P. All employees of the Department of Corrections shall comply with the guidelines and Department work rules as specifically outlined in the Department of Corrections Employee Handbook. Violations of the Employee Handbook will be subject to appropriate disciplinary action.
- Q. Additional examples of conflicts of interest can be found in the Employee Handbook, Section IV.

AUDIT ELEMENTS

- R. A primary audit elements list has been developed to assist with the self audits required by PD 01.05.100, Self Audit of Policies and Procedures.

KLM:OPH:01/09/98